

The NAVSEA 04 Messenger

A monthly fast-read source of information to help keep everyone informed of the new communications campaign at NAVSEA 04

V2 No. 6

APRIL/MAY 2004

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NAVSEA 04 Introduces Its New 2004 Business Plan

NAVSEA 04 senior leadership introduced the new 2004 NAVSEA 04 Business Plan to the All Hands meeting on Thursday, 5 March. Steve Bonwich and RADM Klemm talked about the plan with nearly 100 NAVSEA 04 employees in attendance. A copy of the plan was presented to those who attended the All Hands meeting, and for those who missed the meeting, a copy can be obtained from your supervisor.

The Navy's maintenance and logistics philosophy has changed dramatically over the past two years, moving from a rotationally-based to a readiness-based Inter-Deployment Training Cycle (IDTC). To handle this changing environment, if we are to create a future instead of simply responding to it, NAVSEA 04 developed a business planning process. From this process our new Business Plan was produced.

There is a direct relationship between the NAVSEA 04 Business Plan and the plans and guidance from our leaders, as well as subordinate NAVSEA field activities. We are firmly aligned with top-level Navy acquisition and logistics strategic plans, guidance from the Fleet Response Plan, CNO Guidance and Commander's Guidance.

The troubled world in which we live and work has fundamentally changed the threats we face, and the way our military forces will defend against those threats today and in the future. Our Navy is moving rapidly toward a streamlined, agile, and readiness-driven force. Naval Sea Systems Command (NAVSEA) is moving with it and we in NAVSEA 04 are a part of that transformation. NAVSEA 04 employees play a key-enabling role by providing logistics and maintenance expertise, business processes and information technology necessary to surge, sustain and constitute the Navy's ships and weapons systems. This new Business Plan will help put the NAVSEA 04 team on the strategic path.

The near-term purpose of the 2004 NAVSEA 04 Business Plan is to help identify and align our priorities with those of our employees, customers and stakeholders. The plan focuses our efforts on key goals and strategies that will help us to better manage and utilize our time, resources, and equally important, to help improve our internal communications so that we can work closer as a team.



COMMUNICATION TIPS

Delivering constructive advice that improves performance

When giving constructive advice to a colleague, consider these points before you act:

1. Offer advice to colleagues to help them improve their performance.
2. Advise privately when you're not stressed and can be thoughtful.
3. Give clear examples of what could improve and offer concrete suggestions on how to do that.
4. Offer a vision. Let the person know what the future may hold as their work improves.

**The Functional Directory,
Business Plan, and NAVSEA
04 Standard PowerPoint
Presentation Template Are
Now Available!**

**Located in the Public folders and
Inside NAVSEA City intranet**

NAVSEA 04 BUSINESS PLAN *(continued)*

This new Plan represents a unified vision, our purpose as an organization, what we value as a team and the direction we need to head in if we are to remain a vital player on the Navy team. This plan is not intended to outline everything we do, but what we must do to transform our organization.

It provides the framework for setting priorities and decision making in which everyone and everything we do should fit. The intent of NAVSEA 04 senior leadership is to use the Business Planning Process to continuously challenge what we do and how we do it to ensure we are always focused on what is most important to our Command, our Navy and our Nation.

NAVSEA 04 Mission

We get ships to sea and keep them ready.

NAVSEA 04 Vision

Transforming logistics and maintenance to create an "always ready" Fleet.

NAVSEA 04 Purpose

We are NAVSEA's agent for material readiness support to facilitate our Navy's transformation to Surge, Sustain and Constitute.

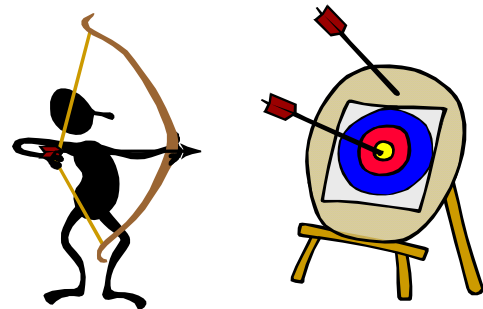
This Plan was not presented in its entirety due to the sensitive nature of the Appendix. This Appendix, which gives a much more robust snapshot of the organization, can be found in the NAVSEA 04 public folder under [Business Planning](#), subcategory [Communications](#). Every NAVSEA 04 employee should receive a copy of the Business Plan and have access to the Appendix.

Its Here! The NAVSEA 04 Communications Survey

Nearly a year ago, we kicked off our NAVSEA 04 Internal Communications Plan and out of this plan, our Communications Advocacy Group (CAG) was chartered. The goal of the CAG is to institutionalize a communications process that ensures NAVSEA 04 reaches employees, customers and stakeholders with timely and targeted information, which will ultimately contribute to the achievement of an end state where NAVSEA 04 is trusted as an organization by employees, customers and stakeholders.

NAVSEA 04 employees have the opportunity to voice their opinions on how the CAG is doing with their initiative so far, as outlined in the NAVSEA 04 Internal Communications Plan. The opportunity will come to you in the form of a brief survey. We respect your privacy and will ensure that no names will be attached to the results. Rather, the purpose is to measure the success of our organization as we continuously improve our internal communications efforts.

We encourage all employees to complete the survey, as this is your chance to help us improve our communications throughout the Directorate.



Help us stay on target! Complete the Communications Survey today!

Communications Mailbag

This section is devoted to reader recommendations for improving the NAVSEA 04 communications environment. This publication is widely broadcast electronically and in print format to ensure that everyone within the NAVSEA 04 community has an opportunity to stay informed about the evolving NAVSEA 04 Communications Campaign.

We would like you to share your comments or recommendations for improving this newsletter, and communications in your workplace. Please send us your feedback at SEA04mailbag@navsea.navy.mil.